



DATE: November 2, 1992

TO: District Engineers
District Field Engineers
Resident/Project Engineers
District Local Governmental Engineers

FROM: Gerald D. Dobie
Engineer of Construction

RE: Construction Instructional Memorandum 1992-22
Distribution of Reports to FHWA

As discussed in CIM 1992-21, "Eligibility of Federal Participation of Authorizations" Federally funded projects are considered in two categories, EXEMPT or NONEXEMPT. The distribution of specific reports is now changed due to the two categories.

The following distribution changes have been made:

- Preconstruction Notices - send only for NONEXEMPT projects to FHWA
- Trainee Assignment Distribution (Form 1104) - do not send to FHWA.
- Bi-weekly Construction Progress Reports (Form 1102) - send only for NONEXEMPT projects to FHWA.
- Acceptance Reports (Form 1103) - send only for NONEXEMPT projects to FHWA.
- Extension of Contract Time-Request (Form 1100A) - do not send to FHWA.
- Notification of Claims (including Project/Resident Engineers, District and Central Office Reviews) - send only for NONEXEMPT projects to FHWA.

Note: Lansing Construction will distribute the District and Central Office Reviews to FHWA.

To determine if a project is EXEMPT or NONEXEMPT, follow the same procedures as spelled out in CIM 1992-21.

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The procedure is repeated as follows:

Starting with the November 1992 letting, the cover page of the proposals will be stamped EXEMPT or NONEXEMPT. The categories of projects let prior to November can be determined by the computer programs "Construction Authorization System" (CAS) and "Construction and Project Inquiry Systems" (CAPIS).

By accessing CAS:

- Type the project job number under the JOB STATUS inquiry.
- The screen will show FHWA EXEMPT or FHWA NONEXEMPT on the bottom line of the inquiry (under the participation percentages).

By accessing CAPIS:

- Type the job number on the second line of the MAIN MENU and place an "X" next to JOB DESCRIPTION.

- The screen will show FHWA EXEMPT or FHWA NON- EXEMPT toward the bottom of the inquiry (under the participation percentages).

Resident Engineers are requested to share a copy of this memorandum with Local Government Engineers under their jurisdiction.

Direct any questions concerning this memorandum to Jeff Grossklaus, Contracts Administration Engineer, Lansing Construction Office, at (517) 373-2308.

Engineer of Construction

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Subject: Forms